



# Town of Stow REQUEST FOR INFORMATION

OFFICE OF THE TOWN CLERK

Request Date: \_\_\_\_\_

For Office Use:

Amount due: \_\_\_\_\_

Pick up date: \_\_\_\_\_

☐ Call when Ready (date called) \_\_\_\_\_

☐ Mail -(payment rec'd date) \_\_\_\_\_

Name: \_\_\_\_\_ Tel. Number: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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## Vital Records

Birth \_\_\_\_\_ Death \_\_\_\_\_ Marriage \_\_\_\_\_

**\$10.00 for first copy**

**\$5.00 per each additional copy of the same record ordered at time of initial request.**

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Event: \_\_\_\_\_

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## Information Copies

Twenty cents (\$0.20) per photocopied page. Fifty cents (\$0.50) per computer page

Search fee based on the salary of staff performing the search. (\$27.65/hr)

Information requested: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of pages: \_\_\_\_\_ Estimated Time to Search & Copy Information: \_\_\_\_\_

Approximate Cost: \_\_\_\_\_ (actual cost will depend on actual search/preparation time.)

\_\_\_\_\_ Contact me if the Actual Cost will exceed the Approximate Cost by more than \$ \_\_\_\_\_

Date to Pick-Up: \_\_\_\_\_

I have requested the above information. I understand that the search time quoted is an estimate and actual costs may be higher. I agree to pay all fees associated with the cost of searching and copying the requested information.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_